

4 Ways to Organize Your Notes

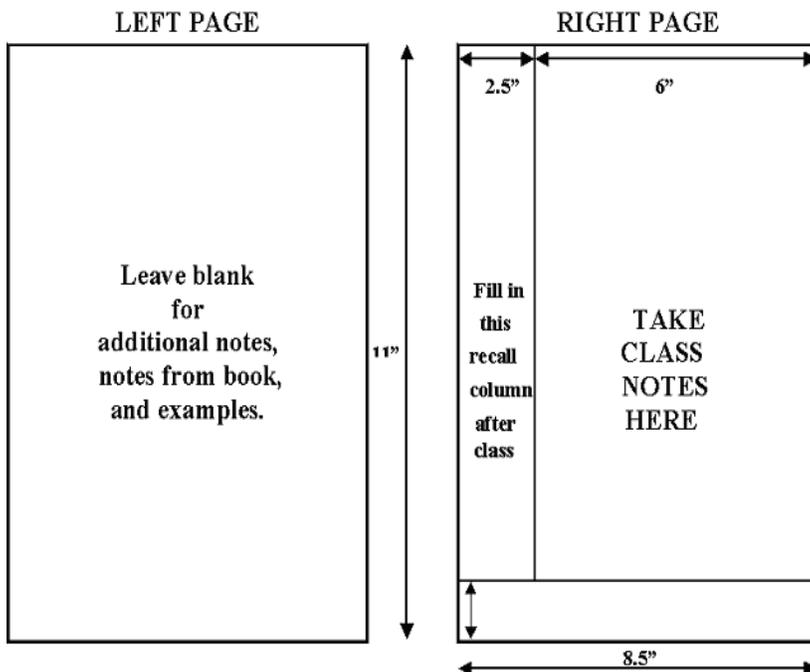


Cornell Method

- The Cornell Method can be incorporated with other styles of note taking, such as the paragraph or outline style during lectures
- The advantage of this system is that it helps keep notes organized and facilitates the process of reviewing notes
- If each area is filled out, a thorough daily review has been completed and the notes are ready for a longer review for an exam
- The system provides the perfect opportunity for following through with good study procedures and habits

Cornell Method Example

LEFT PAGE - This space is used to add information to clarify or compliment the notes taken in class and from textbooks.



RECALL COLUMN –
This area is filled in after class and highlights the main points or terms of a lecture. It contains key terms. By creating the recall column, the important information on the page of notes is identified. Check for understanding of the notes by covering the notes and using the recall column to recite what is in the notes.

SUMMARY –

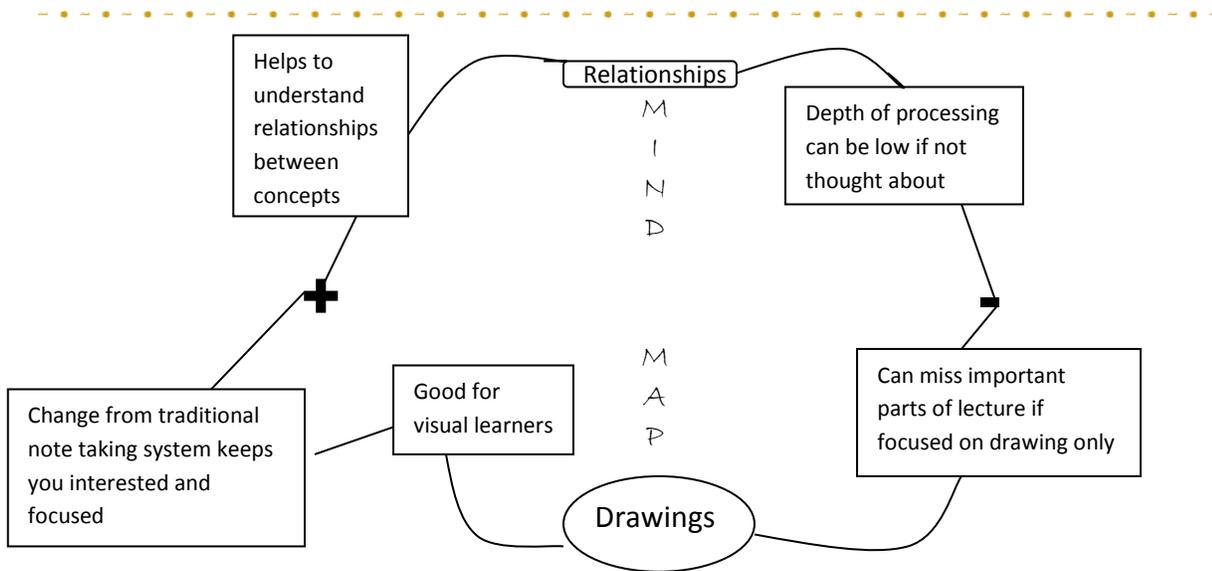
The summary at the bottom of the page should only be one or two sentences long. Writing a summary at the bottom requires students to put the notes in their own words and serves as a simple guide for reviewing notes for a test.

Mind Maps Method

- Good for creative students who feel stifled by recording in traditional form
- Helps you assimilate and organize presented lecture material by linking ideas and concepts through drawing
- Advantages and disadvantages of using this note-taking method are presented below in the mind map example

Mind Maps Examples

Understand the relationships between concepts	A D V	D I S	Can miss some important points of lecture if focused exclusively on drawing
Good for visual learners	A N	A D	Depth of processing may
Change from traditional note-taking format-helps keep you interested and focused	T A G E S	V A N T A G E S	be low if you don't think about what you are drawing



Paragraph Form Method

- Students who write this way tend to write verbatim and arrange notes in paragraphs
- Advantages and disadvantages of using this note-taking method are presented below in the paragraph form example

Paragraph Form Example

An advantage of this form of note-taking is that students don't have to spend a lot of time organizing their notes into any specific sort of form, and most of the note-taker's energies are focused on obtaining information. Students who use this form, however, may want to highlight or underline key words so that words stand out.

The disadvantage to this approach is that your notes may not seem organized. Others may find your notes difficult to read, especially if you have messy handwriting. The main points of the lecture may also be difficult to grasp, especially if they are embedded in the midst of a lot of words.

Outline Form Method

- Most students are familiar with taking notes in an outline form
- An explanation of how to outline and the advantages and disadvantages of using this note-taking method are presented in the outline form example

Outline Form Example

- I. Outlining
 - A. What is it?
 1. It is sequential
 2. Record major points and ideas first
 3. Add supporting details and information from text
 - B. How do you do it?
 1. Start with Roman Numerals for overall topics, like what the subject is about
 2. Then indent with capital letters for the primary points of the topic you are discussing
 3. Further indent with numbers to discuss information, details, or examples that support the major points of the lecture
- II. Advantages and Disadvantages
 - A. Advantages
 1. Neat
 2. Easy to read
 3. Usually easy to review because can be easily found
 - B. Disadvantages
 1. May not pay attention to what you're writing because of concern with correct format
 2. May not think about and understand information as you write it